



Executive Assistant

The World YWCA is seeking a dynamic and motivated Executive Assistant to help support our work to promote young women's leadership and women's rights. You are organized and impact-driven, with exemplary relationship building skills, and will report directly to the General Secretary.

Location: Geneva, Switzerland / Flexible

Closing date: 19 January 2018

Starting date: Negotiable

Type of contract: Permanent

Reference: YWCA-EXA

Website Link: <http://www.worldywca.org/>

About The World YWCA

The World YWCA has an ambitious goal: to reach 100 million young women and girls and transform power structures to end gender inequality by 2035.

Established in 1855, the World YWCA is the world's oldest women's movement. With member associations in 109 countries, it works to fulfil human rights and make gender equality a reality. The World YWCA is a learning organization in which there is recognized mentorship across generations. Sixty percent of the members of the World Board are aged 30 and under.

The World YWCA mobilizes and connects millions of young women around transformational change, provides leadership opportunities. It also actively works to influence policies, regulations and social and community norms which prevent the realisation of rights and leadership potential of women. It does this by creating opportunities for young women advocates at global and regional policy-setting platforms such as the African Union, the Commission on the Status of Women and the Human Rights Council.

Through its member associations around the world, the World YWCA strives to provide safe, inclusive, non-judgmental and confidential spaces for women and girls to discuss issues such as Sexual and Reproductive Health and Rights, HIV, and violence.

The World YWCA has three strategic priorities:

1. Strengthening young women's and girls' transformative leadership
2. Realising human rights, in particular sexual and reproductive health and rights
3. Growing a social movement for transformational change



Duties and Responsibilities

The Executive Assistant will report to the General Secretary (CEO of the organization). She will be responsible for:

- Managing the CEO agenda, scheduling and travel, and expense management
- Handling other staff logistics tasks, (i.e. Visa requests for staff, UN badges, special registrations for staff, travel & accommodation booking for staff)
- Managing contacts for the GS office
- Supporting internal and external meeting organization and logistics
- Following up on external/ internal requests, which require a response from the GS
- Coordinating the schedules and logistics for the World YWCA Board meetings including visas and travel arrangement.
- Working closely with other staff to support Board meeting documentation, including official minutes and any other special records
- Managing receptionist functions
- Managing the office mail process
- Coordinating staff events (Retreat organization, birthdays, farewells, welcomes...)
- Covering for the Operations Assistants in her absence
- Undertaking other responsibilities as assigned by the General Secretary

Skills and Experience

- Strong experience in similar role
- Good command of Office tools (Microsoft Office, Microsoft Outlook)
- Excellent relationship building skills, creativity, drive and enthusiasm with the ability to build strong, trusting relationships
- Strong communication skills; excellent verbal and written English and French is essential
- Ability to work under tight time constraints and meet deadlines

How to Apply

Applications must be addressed to World YWCA via email to hresources@worldywca.org stating YWCA-EXA/+your surname in the subject line. To apply for this role, attach your CV (in English) and a motivation letter (two pages maximum) that summarises how your profile aligns with the key requirements of this role.